

**WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION**  
**Community Nutrition Programs**  
**Child and Adult Care Food Program**

**Guidance Memorandum J: For Sponsoring Organizations of the Child and Adult Care Food Program (CACFP) in Day Care Homes**

Topic: Instructions for Renewal of Day Care Homes

Date: February 2005

Sponsoring organizations are required to execute a permanent agreement with each day care home provider (PI-1425, rev. 02-05). This signed agreement must be permanently maintained on file with the sponsoring organization.

The annual renewal process for a day care home provider includes written documentation or confirmation of the following from each provider:

1. A signed Child and Adult Care Food Program Agreement Between Sponsoring Organization and Day Care Home (PI-1425, rev. 02-05, attached).
2. A current Household-Size Income Statement for area eligible providers wanting to claim reimbursement for meals served to their own children and for the paid assistant of the provider when the provider desires to claim reimbursement for meals served to the child(ren) of the paid helper when the paid helper is onsite at the provider's home (Attachment 1 of Guidance Memorandum I).
3. Current/updated school or census tract documentation for family day care providers receiving Tier I rates of reimbursement based on area eligibility. School documentation must include the name of the school official confirming the location of the home in the attendance area of the qualifying elementary school building and the date the confirmation was obtained. School documentation must be updated no later than 5 years after the date the Tier 1 determination based on school data was finalized.
4. A current Household-Size Income Statement for providers wanting to establish eligibility as a Tier 1 home using their income level or categorical eligibility (Attachment 2 of Guidance Memorandum I).
5. Documents which verify all sources of current household income or eligibility for food stamps (FoodShare Wisconsin), Wisconsin Works (W-2-Cash Benefits) or Food Distribution Program on Indian Reservations (FDIR) for those Tier I family day care providers who do not qualify as a Tier I provider through area eligibility.
6. Current Household Size-Income Statements for households of children enrolled in Tier II family day care homes whose meals are being reimbursed at the Tier I rates (Attachment 3 of Guidance Memorandum I).

Depending on the renewal information being obtained, the documentation needed to renew a provider's participation in the CACFP may be obtained by mail, in a training session, or during a third trimester home visit. All enrollment renewal information must be maintained in the sponsor's files for the current federal fiscal year plus the prior three federal fiscal years. The only exception is the Child and Adult Care Food Program Agreement Between Sponsoring Organization and Day Care Home (PI-1425, revised 02-05, attached).

The February 2005 version of PI-1425 is a permanent agreement between the sponsoring organization and the day care home and must be permanently maintained on file in the sponsoring organization's office. Effective October 1, 2005 (FFY 2006) all enrolled day care homes must have on file a permanent sponsor provider agreement, PI-1425 (Rev. 02-05).

